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Declassification Review by NGA

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## NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC REGULATION  
NO. 7-1MANAGEMENT  
22 December 1964

## MANAGEMENT INFORMATION SYSTEM

1. General

This regulation provides for the establishment of a Management Information System and assigns responsibilities for its operation. Detailed procedures for the operation of the Management Information System are set forth in NPIC Handbook [REDACTED]

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2. Purpose

The prime purpose of the Management Information System (MIS) is to provide, efficiently and economically, the following:

- a. A statistical base from which NPIC management can obtain data regarding past and current operations and to assist in projecting the Center's capability to handle on-coming workloads;
- b. A tool to be used by line managers in evaluating their component's performance;
- c. Information useful to production components in planning and controlling their work;
- d. Status reporting on work flow;
- e. A standardized method of accounting for and reporting manpower utilization.

3. Responsibilities

- a. The Management Services Staff is responsible for:
  - (1) Designing and updating the Management Information System to meet the needs of Center management.
  - (2) Providing overall guidance for the operation of the Management Information System.

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(3) Providing support to Center management in retrieving and analyzing data from MIS.

(4) As appropriate, utilizing data from the Management Information System in preparing special management studies and reports in support of the Director, NPIC, and the senior management of the Center.

b. The Operations Staff is responsible for:

(1) Assigning a number to each project established, ensuring, in conjunction with the component primarily responsible for the project and the MSS, where necessary, that the project is placed in the proper project category.

(2) Maintaining a central register of all projects established by NPIC and by departmental components participating in the Management Information System.

(3) Ensuring that project descriptions contain adequate information about the projects to facilitate accurate and timely reporting of activities encompassed by MIS.

(4) Furnishing copies of project descriptions to affected components on a timely basis.

c. The Information Processing Division is responsible for:

(1) Providing computer services and support to the Management Information System.

(2) Assisting the Management Services Staff in preparing requests for machine listings of data from MIS.

d. Division and Staff Chiefs of participating components are responsible for:

(1) Providing timely and accurate data for inclusion in the MIS.

(2) Appointing a Management Information Coordinator to act as their representative on management information matters.

e. Management Information Coordinators are responsible for:

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(1) Reviewing weekly time reports from their components to ensure that data submitted for inclusion in the MIS are accurate.

(2) Ensuring that all employees of their component are briefed and understand time reporting procedures.

(3) Representing their component on management information matters as required.

f. Individual employees are responsible for:

(1) Accurately recording time expended on work activities as provided by MIS.

(2) Maintaining an understanding of time reporting procedures.

#### 4. Definitions

Approved definitions for requirements, projects, and the nine project categories to be utilized in the Management Information System are contained in NPIC Regulation No. 51-1.



Executive Director

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